

**Coquille Indian Housing Authority  
Maintenance Report  
September 2017**

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
9/12/2017	506	Vacant Unit	Pulled and washed light covers, blew out heater, unloaded tools, cleaned sink and tub drains	KM
9/13/2017	506	Vacant Unit	Blew out refrigerator coils, applied mud above bedroom door, finished sink in bathroom	KM
9/13/2017	506	Vacant Unit	Removed old bathroom door and trim and installed new, installed ducting for bathroom fan, gathered blinds and supplies needed, replaced bulbs and vertical blind slats, hauled trash to dumpster	SF
9/14/2017	506	Vacant Unit	Painted bathroom door, textured and primed drywall patches	SF
9/14/2017	506	Vacant Unit	Primed and touched up paint, painted window sills, prepped to paint wall in bedroom	KM
9/15/2017	506	Vacant Unit	Covered floors, painted and cut in wall	KM
9/18/2017	506	Vacant Unit	Painted, cut in paint, cleaned up	KM
9/19/2017	506	Vacant Unit	Painted doors and windows	KM
9/20/2017	506	Vacant Unit	Checked unit to assess timeframe for turn over	SP
9/20/2017	506	Vacant Unit	Cleaned up bedroom and living room after painting, touched up paint in bathroom and doors	KM
9/20/2017	506	Vacant Unit	Cleaned all shelves and cover plates, reinstalled light shades	PS
9/21/2017	506	Vacant Unit	Repaired bathroom cabinet door and bifold doors	SP
9/21/2017	506	Vacant Unit	Touched up paint, painted door, cleaned light covers, pulled bathroom cabinet door to be fixed, cleaned up	KM
9/22/2017	506	Vacant Unit	Painted unit	KM
9/25/2017	506	Vacant Unit	Installed door knobs, cover plates, and solar tube rings, replaced light switches and outlets as needed, cleaned tools out of unit	SP
9/26/2017	506	Vacant Unit	Cleaned out tools	KM
9/26/2017	506	Vacant Unit	Installed heater covers, replaced broken or missing cover plates	SP
9/27/2017	506	Vacant Unit	Cut and installed blinds, rebuilt screens, cleaned up, put tools away	KM
9/27/2017	506	Vacant Unit	Installed cabinet doors, set up blower fan	SP
9/28/2017	506	Vacant Unit	Met flooring company to repair carpet seam	SP
9/29/2017	506	Vacant Unit	Painted bifold door and front door, touched up in kitchen area	KM
9/14/2017	708	Vacant Unit	Keyed all locks, gave Dale an estimate for completion	SF
9/15/2017	708	Vacant Unit	Finished rekeying locks	SF
9/19/2017	708	Vacant Unit	Met Lyman to go over items to be completed	KM
9/21/2017	708	Vacant Unit	Opened unit, left truck for Preston to load carpet into	SP
9/21/2017	708	Vacant Unit	Removed all carpet and padding and loaded into truck, removed all cover plates, took pictures, swept floors	PS
9/25/2017	708	Vacant Unit	Gathered tools, set Preston up to do prep work in unit	KM
9/25/2017	708	Vacant Unit	Removed door knobs, shelves, light globes, and switch covers	PS
9/5/2017	2620D	Vacant Unit	Cleaned out and swept garage, replaced outlet, installed trim around door, wiped down bathroom, repaired master bathroom window, moved outlet, installed new box, rewired behind refrigerator so cord would reach	SF

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9/6/2017	2620D	Vacant Unit	Cleaned up, unloaded lumber	SF
9/8/2017	2620D	Vacant Unit	Installed bifold doors and knobs, replaced roller guides and pivot pins, lubed doors, vacuumed carpet, cleaned up	SF
9/8/2017	2620D	Vacant Unit	Vacuumed, installed towel bar and stove anti-tip foot, cleaned master bathroom toilet, shower, and counters, mopped floor	SP
9/11/2017	2620D	Vacant Unit	Worked on leaking shower valve, pulled the cartridge and swapped one out, still not working	SF
9/12/2017	2620D	Vacant Unit	Replaced shower valve cartridge, cleaned up shower, checked rest of home, swept and cleaned up garage	SF
9/15/2017	2620D	Vacant Unit	Ready for occupancy	
9/14/2017	2670D	Vacant Unit	Unplugged kitchen drain, repaired plumbing, snaked drain, replaced valve washers	SF
<b>Work Orders</b>				
9/14/2017	504	Work Order	Rebuilt shower valve	SF
9/22/2017	506	Work Order	Performed exterior APM inspection	KM
9/12/2017	508	Work Order	Checked drain	SF
9/15/2017	508	Work Order	Unplugged bathroom sink	SF
9/22/2017	508	Work Order	Performed exterior APM inspection	KM
9/26/2017	510	Work Order	Performed exterior APM inspection	KM
9/26/2017	512	Work Order	Performed exterior APM inspection	KM
9/26/2017	514	Work Order	Performed exterior APM inspection	KM
9/26/2017	516	Work Order	Performed exterior APM inspection	KM
9/7/2017	2602	Work Order	Replaced fluorescent bulbs in garage fixture, cut out bad ballast, rewired for LED tubes, helped remove battery in off-road vehicle	SF
9/8/2017	2607	Work Order	Set and checked mole traps	SP
9/11/2017	2607	Work Order	Looked into shower issues, unplugged shower head, tried to tighten shower arm, still needs secured	SF
9/12/2017	2607	Work Order	Repaired shower stem, cut out drywall and replaced part for shower arm, installed 2 X 4 backer, checked and repaired small leaks, cleaned up, took kitchen faucet apart, replaced spray diverter, looked into seal on front door	SF
9/13/2017	2607	Work Order	Sanded, textured, and primed drywall patch in shower area	SF
9/25/2017	2620B	Work Order	Helped install handrail	PS
9/25/2017	2620B	Work Order	Installed handrail	SP
9/5/2017	2640	Work Order	Began painting exterior of unit	SP
9/6/2017	2640	Work Order	Finished caulking exterior siding and trim	KM
9/6/2017	2640	Work Order	Painted exterior of unit	SP
9/7/2017	2640	Work Order	Cut out and scraped caulking around windows and recaulked	KM
9/8/2017	2640	Work Order	Recaulked last of the windows, cleaned up	KM
9/22/2017	2640	Work Order	Painted exterior of unit	SP
9/26/2017	2640	Work Order	Helped paint exterior of unit	PS
9/26/2017	2640	Work Order	Painted exterior of unit	SP

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
9/27/2017	2640	Work Order	Helped paint trim	PS
9/27/2017	2640	Work Order	Painted trim	SP
9/28/2017	2640	Work Order	Helped paint exterior of unit	PS
9/28/2017	2640	Work Order	Finished painting exterior trim	SP
9/11/2017	2646D	Work Order	Pulled kitchen drain apart to unplug	SF
9/6/2017	2660	Work Order	Replaced oven bake element	SF
9/6/2017	2670C	Work Order	Removed cabinet, ran wiring and plumbing, installed dishwasher, cleaned up, repaired kitchen faucet	SF
9/15/2017	2670C	Work Order	Replaced smoke alarm batteries	SF
<b>Routine Activities</b>				
9/5/2017	2620	Routine	Inspected fourplex steps, called to locate lumber for repairs	SF
9/5/2017	Housing Area	Routine	Cleaned up around dumpsters and called to have hauled away	SF
9/5/2017	Housing Area	Routine	Crushed trash in community dumpsters	SP
9/5/2017	Housing Area	Routine	Picked up rug cleaner after resident use	KM
9/5/2017	Office	Routine	Brought mail to office, completed paperwork	KM
9/5/2017	Office	Routine	Swept cobwebs around lights and stairs, gathered fuel slips	KM
9/5/2017	Office	Routine	Ordered supplies, researched window parts, completed paperwork	SF
9/6/2017	Office	Routine	Brought mail to office, completed paperwork	KM
9/6/2017	Office	Routine	Completed paperwork	SP
9/6/2017	Office	Routine	Completed paperwork	SF
9/6/2017	Office	Routine	Took out recycling	KM
9/6/2017	Town	Routine	Went to LNL Lumber to get 3 X 12 lumber	SF
9/7/2017	2620	Routine	Cut lumber for stair treads, removed and replaced five treads, cleaned up, swept cobwebs from building	SF
9/7/2017	Office	Routine	Brought mail to office, completed paperwork	KM
9/7/2017	Office	Routine	Completed paperwork	SF
9/7/2017	Office	Routine	Downloaded and categorized photos of warehouse construction progress	SP
9/7/2017	Town	Routine	Picked up supplies	SP
9/8/2017	Office	Routine	Brought mail to office, completed paperwork	KM
9/8/2017	Office	Routine	Completed paperwork	SF
9/8/2017	Office	Routine	Watered plants	SP
9/8/2017	Town	Routine	Picked up supplies	KM
9/11/2017	2622	Routine	Changed mailbox lock, duplicated and dropped off keys to new resident	SF
9/11/2017	Office	Routine	Brought mail to office, completed paperwork	KM
9/11/2017	Office	Routine	Swept cobwebs around exterior lights and stairs, checked oil in backup generator	KM
9/11/2017	Office	Routine	Met with Anne and Debbie, delivered notices	SF
9/11/2017	Operations	Routine	Added fluid to golf cart batteries, cleaned out van, put tools away	KM
9/11/2017	Operations	Routine	Cleaned out back of van	SF
9/12/2017	Office	Routine	Brought mail to office, completed paperwork	KM

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9/12/2017	Office	Routine	Completed paperwork	SF
9/12/2017	Operations	Routine	Cleaned out van, replaced shower valve	SF
9/12/2017	Town	Routine	Picked up supplies	SF
9/13/2017	Office	Routine	Brought mail to office, completed paperwork	KM
9/13/2017	Warehouse	Routine	Secured fence	SF
9/14/2017	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
9/14/2017	Office	Routine	Brought mail to office, completed paperwork	KM
9/14/2017	Office	Routine	Spoke with Dale about vacant units, completed paperwork	SF
9/14/2017	Operations	Routine	Cleaned out van, washed towels	SF
9/15/2017	Housing Area	Routine	Picked up lawn equipment after resident use	KM
9/15/2017	Office	Routine	Brought mail to office, completed paperwork	KM
9/15/2017	Office	Routine	Ordered supplies, met with Jimmy Willis regarding self-monitoring, took him to inspect four units	SF
9/15/2017	Operations	Routine	Cleaned out back of van, put tools away	SF
9/18/2017	Office	Routine	Brought mail to office, completed paperwork	KM
9/18/2017	Office	Routine	Checked oil in backup generator	KM
9/19/2017	Office	Routine	Brought mail to office, completed paperwork	KM
9/20/2017	Office	Routine	Watered plants, completed paperwork	SP
9/20/2017	Office	Routine	Brought mail to office, completed paperwork	KM
9/21/2017	Office	Routine	Brought mail to office, completed paperwork	KM
9/21/2017	Office	Routine	Made phone calls, completed paperwork	SP
9/21/2017	Operations	Routine	Cleaned out van	SP
9/21/2017	Operations	Routine	Unloaded items from van	KM
9/22/2017	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
9/22/2017	Housing Area	Routine	Dropped off rug cleaner for resident use	KM
9/22/2017	Office	Routine	Brought mail to office, completed paperwork	KM
9/22/2017	Office	Routine	Made phone calls, completed paperwork	SP
9/22/2017	Operations	Routine	Washed van, cleaned out trash	KM
9/22/2017	Operations	Routine	Washed van, cleaned up paint brushes, helped troubleshoot problem with rug cleaner	SP
9/25/2017	Housing Area	Routine	Checked lights in mailbox structures, repaired mailbox lock, swept down cobwebs	SP
9/25/2017	Housing Area	Routine	Picked up lawn equipment after resident use	KM
9/25/2017	Office	Routine	Checked oil in backup generator	KM
9/25/2017	Office	Routine	Made phone calls, completed paperwork	SP
9/25/2017	Office	Routine	Researched problem with rug cleaner, completed paperwork	KM
9/25/2017	Operations	Routine	Checked fluid level in golf cart	KM
9/25/2017	Operations	Routine	Worked on carpet cleaner to unplug sprayer tip	KM
9/26/2017	Housing Area	Routine	Helped install reflectors at entrance	PS
9/26/2017	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
9/26/2017	Housing Area	Routine	Installed reflectors on post at entrance	SP
9/26/2017	Office	Routine	Brought mail to office, completed paperwork	KM

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9/26/2017	Operations	Routine	Cleaned up painting equipment	SP
9/26/2017	Operations	Routine	Repaired carpet cleaner	KM
9/26/2017	Town	Routine	Picked up supplies, dropped off flooring contract	SP
9/27/2017	Housing Area	Routine	Installed reflectors on post at entrance	SP
9/27/2017	Office	Routine	Brought mail to office, completed paperwork	KM
9/27/2017	Office	Routine	Completed paperwork	SP
9/27/2017	Operations	Routine	Cleaned up, organized, put things away	PS
9/27/2017	Operations	Routine	Put away supplies, cleaned and put away tools, cleaned paint brushes	SP
9/27/2017	Town	Routine	Picked up supplies	KM
9/27/2017	Town	Routine	Picked up supplies	SP
9/28/2017	Housing Area	Routine	Changed mailbox locks	SP
9/28/2017	Housing Area	Routine	Picked up lawn equipment, dropped off lawn equipment, posted pest control notices	KM
9/28/2017	Housing Area	Routine	Trash pickup	KM
9/28/2017	Office	Routine	Brought mail to office, completed paperwork	KM
9/28/2017	Office	Routine	Watered plants, made phone calls, completed paperwork, worked on S-10	SP
9/28/2017	Operations	Routine	Gathered supplies	SP
9/28/2017	Operations	Routine	Performed vehicle maintenance, installed wiper blades on all, checked oil in all, installed new battery in S-10	KM
9/28/2017	Town	Routine	Picked up battery for Chevy S-10	SP
9/29/2017	Office	Routine	Refastened board on front porch, raised flag, brought mail to office, completed paperwork	KM
<b>Projects Support</b>				
9/5/2017	Warehouse	Project	Met with Lyman, photographed construction progress	SP
9/6/2017	Warehouse	Project	Photographed construction progress	SP
9/7/2017	Warehouse	Project	Photographed construction progress	SP
9/8/2017	Housing Area	Project	Drove fence posts and put up construction fencing around concrete pile	SP
9/8/2017	Warehouse	Project	Photographed construction progress	SP
9/11/2017	Warehouse	Project	Photographed construction progress	SF
9/12/2017	Warehouse	Project	Photographed construction progress	SF
9/13/2017	Warehouse	Project	Photographed construction progress	SF
9/14/2017	Warehouse	Project	Photographed construction progress	SF
9/20/2017	Office	Project	Assigned descriptions to warehouse wiring photos	SP
9/20/2017	Warehouse	Project	Photographed construction progress	SP
9/21/2017	Warehouse	Project	Conducted employee interviews, photographed construction progress	SP
9/22/2017	Warehouse	Project	Photographed construction progress	SP
9/25/2017	Warehouse	Project	Looked into gate issue, photographed construction progress	SP
9/26/2017	Warehouse	Project	Photographed construction progress	SP

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
9/27/2017	Warehouse	Project	Photographed construction progress	SP
9/28/2017	Warehouse	Project	Photographed construction progress	SP
<b>Groundskeeping</b>				
9/5/2017	Housing Area	Grounds	Trash pickup	KM
9/6/2017	Housing Area	Grounds	Trash pickup	KM
9/7/2017	Housing Area	Grounds	Trash pickup	KM
9/8/2017	Housing Area	Grounds	Trash pickup	KM
9/11/2017	Housing Area	Grounds	Trash pickup	KM
9/12/2017	Housing Area	Grounds	Trash pickup	KM
9/13/2017	Housing Area	Grounds	Trash pickup	KM
9/14/2017	Housing Area	Grounds	Trash pickup	KM
9/15/2017	Housing Area	Grounds	Trash pickup	KM
9/18/2017	Housing Area	Grounds	Trash pickup	KM
9/19/2017	Housing Area	Grounds	Trash pickup	KM
9/20/2017	Housing Area	Grounds	Trash pickup	KM
9/21/2017	Housing Area	Grounds	Trash pickup	KM
9/22/2017	Housing Area	Grounds	Trash pickup	KM
9/25/2017	Housing Area	Grounds	Trash pickup	KM
9/26/2017	Housing Area	Grounds	Trash pickup	KM
9/27/2017	Housing Area	Grounds	Trash pickup	KM
9/29/2017	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
9/5/2017	Town	Admin	Courier run	KM
9/6/2017	Town	Admin	Courier run	KM
9/7/2017	2607	Admin	Performed annual inspection	SF
9/8/2017	Town	Admin	Courier run	KM
9/11/2017	Town	Admin	Courier run	KM
9/12/2017	Town	Admin	Courier run	KM
9/13/2017	Town	Admin	Courier run	KM
9/14/2017	Town	Admin	Courier run	KM
9/15/2017	Town	Admin	Courier run	KM
9/18/2017	Town	Admin	Courier run	KM
9/19/2017	Town	Admin	Courier run	KM
9/20/2017	Town	Admin	Courier run	KM
9/21/2017	Town	Admin	Courier run	KM
9/22/2017	706	Admin	Performed annual inspection	SP
9/22/2017	Town	Admin	Courier run	KM
9/26/2017	2624	Admin	Performed annual inspection	SP
9/26/2017	2626	Admin	Performed annual inspection	SP
9/26/2017	2640	Admin	Performed annual inspection	SP
9/26/2017	Town	Admin	Courier run	KM
9/29/2017	Town	Admin	Courier run	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Staff Time Off</b>				
9/1/2017			PTO/admin leave	KM
9/1/2017			PTO/admin leave	SP
9/1/2017			PTO/admin leave	SF
9/4/2017			Labor Day holiday	KM
9/4/2017			Labor Day holiday	SP
9/4/2017			Labor Day holiday	SF
9/11/2017			PTO	SP
9/12/2017			PTO	SP
9/13/2017			PTO	SP
9/14/2017			PTO	SP
9/15/2017			PTO	SP
9/18/2017			PTO	SF
9/18/2017			PTO	SP
9/19/2017			PTO	SP
9/19/2017			PTO	SF
9/20/2017			PTO	SF
9/21/2017			PTO	SF
9/22/2017			PTO	SF
9/25/2017			PTO	SF
9/26/2017			PTO	SF
9/27/2017			PTO	SF
9/28/2017			PTO	SF
9/29/2017			PTO	SF
9/29/2017			PTO	SP